DOCUMENT RESUME

ED 135 450 JC 770 184

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TITLE A Study of the Graduation Attendance Policy at Ocean County College.
INSTITUTION Ocean County Coll., Toms River, N.J.
REPORT NO 76-77-04
PUB DATE Feb 76
NOTE 33p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS *Attendance; Community Colleges; Graduation; *Graduation Requirements; Institutional Research; *Junior Colleges; Policy Formation; *School Policy; School Surveys; State Surveys; *Student Opinion
IDENTIFIERS *Commencement Ceremonies; New Jersey

ABSTRACT

A random sample of 500 Ocean County College students were surveyed by means of a mailed questionnaire to ascertain their opinions on whether the College should have a mandatory or voluntary commencement attendance policy. In addition, all New Jersey county colleges were surveyed to determine the prevailing practice with regard to institutional commencement attendance policies. Of the full- and part-time students surveyed, 70% responded, and all of the county colleges responded. Survey findings showed that students favored adoption of a lenient commencement attendance policy, but the survey of the colleges showed no conclusive evidence of tendency toward one policy or another, required or voluntary. It was noted that regardless of the policies adopted by the various colleges, approximately 85-90% of the candidates eligible for graduation could be expected to attend. It was suggested that Ocean County College adopt a policy that would require candidates to be present at the scheduled commencement ceremony but would allow for exemption by submission of written explanation to the Dean of Students. Attached are the survey instrument and study-related materials. (JDS)

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A STUDY OF THE GRADUATION ATTENDANCE POLICY AT OCEAN COUNTY COLLEGE

Ocean County College
Toms River, New Jersey

By
Office of Institutional Research
Richard M. Parrish, Director
in cooperation with
Luis F. Ballester, Associated Students of Ocean County College

Report No. 76-77-04

February, 1976

JC 770 184

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CHAPTER I
INTRODUCTION

Background

To attend graduation exercises or not to attend is the question. Within the past several years many Ocean County College students have questioned the college's policy on graduation attendance. The current policy, adopted in August of 1968 and revised several times since, lists the following item as one of the requirements for graduation.

"Candidates must be present at the scheduled commencement rehearsal and at the commencement exercises. The degree or certificate may be conferred in absentia only under extreme circumstances and by approval of the Deans."

There is no doubt that the above policy statement is out of date due to the fact that the college no longer has commencement rehearsal. It therefore, needs to be revised. However, in this revision should the basic concept of required attendance be removed? The purpose of this study is to examine this question as viewed by the students of Ocean County College and also to analyze the policies and/or practices of the other 16 county colleges in New Jersey.

Populations & Samples

The student population was defined to be all full and part-time credit students registered for the fall semester of 1976. The totals were 2,221 and 2,413, respectively. From this total student population of 4,634, 500 names were selected using a table of random numbers. The resultant sample population consisted of 230 full-time students and 270 part-time students.

The second population under consideration was defined to be all New Jersey county colleges, excepting Ocean County College. Because of the small size of this population, a sample was not selected. All of the county colleges were contacted.

CHAPTER II
RESEARCH METHODS

Student Survey

The need to obtain valid responses from the sample population was crucial to this study. Previous efforts of surveying the student body were tainted by the methodology employed. In order to avoid direct contact with student respondents, a mail survey design was selected. The survey instrument

(see Appendix A) was cooperatively developed by Luis Ballester, his student graduation attendance committee, and the Director of Institutional Research. On December 10, 1976, the 500 questionnaires, with cover letter and return self-addressed envelope, were mailed to the students. Initial returns were low and therefore, two weeks later follow-up post cards were mailed to non-respondents. This follow-up technique was not successful and prompted a second follow-up technique. During the first week in January, the Director of Institutional Research conducted a telephone follow-up training session for a group of five students. The following week the students and the Office of Institutional Research staff attempted to telephone all non-respondents. This technique was moderately successful in obtaining a larger rate of return. By the first week in February final tabulations were made. Out of the original sample of 500 students, 350 surveys were returned for a response rate of 70%.

College Survey

In order to ascertain the policies concerning graduation attendance at other New Jersey county colleges, a letter was mailed to the Dean of Students of all 18 other colleges on November 5, 1976, (see Appendix B). Follow-up letters were mailed to non-respondents the first week in December. Fourteen written replies were received. The remaining three institutions were contacted by phone.

CHAPTER III
RESULTS

OCC Student Responses

In Table I the data tabulations are shown for the first question. Separate totals were calculated for part-time non-degree students, part-time degree and full-time degree students. Question one asked the respondent to select a policy statement concerning graduation attendance from a list of four examples. The examples were ordered from most strict to most lenient, a through d. Excluding those students that did not respond to the first question, 8% of the respondents selected choice "a", the most strict policy example; 16% selected choice "b"; 28% selected choice "c"; and, 48% selected choice "d", the most lenient example. Comparing the responses by type of student revealed very slight differences of opinion.

Table I — OCC Student Response to Choices of Graduation Attendance Policies

Choice	P/T Non-Degree #	P/T Non-Degree Pct.	P/T Degree #	P/T Degree Pct.	Full-Time #	Full-Time Pct.	Total #	Total Pct.
a	11	9%	4	6%	11	7%	26	8%
b	22	18%	9	14%	20	14%	53[1]	16%
c	31	25%	21	33%	44	30%	96	28%
d	61	49%	30	47%	69	47%	164[1]	48%
Total	125		64		144		339	

[1]Total includes respondents who could not be identified by student type.

The second question in the survey asked the respondent to indicate his own plans about attending graduation ceremonies. Of the 285 students responding "yes" or "no" to this question, 251 or 88% indicated they would attend graduation ceremonies and 34 or 12% indicated they would not attend. Fifty-six respondents thought this question was not applicable and nine individuals failed to give any response. Analysis by student type, part-time non-degree vs. part-time degree vs. full-time, yielded the following results: 1) 67% of the part-time non-degree respondents answered this question, whereas, 88% and 92% of the part-time degree and full-time degree students, respectively, answered the question; 2) There were no significant differences in percent of "yes" responses, excluding non-respondents.

Table II — Question 2: Do You Plan on Attending Your Own Graduation Commencement Ceremony at OCC?

Response	P/T Non-Degree #	P/T Non-Degree Pct.	P/T Degree #	P/T Degree Pct.	Full-Time #	Full-Time Pct.	Total #	Total Pct.
Yes	78	60%	51	77%	118	80%	251[1]	72%
No	9	7%	7	11%	17	12%	34[1]	10%
Not applicable	40	31%	8	12%	8	6%	56	16%
No response	4	1%	--	--	3	2%	9[1]	3%
Total	131		66		147		350	

[1]Total includes respondents who could not be identified by student type.

Question three in the survey asked the respondent to select one of the four choices in question #1 they felt should apply to those students completing their degree requirements at the end of the summer or fall terms. Six percent of the respondents selected chose "a", the most strict; 11% selected "b"; 23%

selected "C"; 57% selected "d", the most lenient choice; and, 3% of the respondents failed to answer the question. Cross comparisons by student type revealed the part-time non-degree students to be the most strict in their choice and the part-time degree students the most lenient.

Table III — Which Graduation Attendance Policy Should Apply to Those Students Completing Their Degree Requirements at the End of Summer or Fall Terms?

Choice	P/T Non-Degree #	P/T Non-Degree Pct.	P/T Degree #	P/T Degree Pct.	Full-Time #	Full-Time Pct.	Total #	Total Pct.
a	11	8%	2	3%	9	6%	22	6%
b	20	15%	4	6%	15	10%	39	11%
c	32	24%	15	23%	30	20%	79[1]	23%
d	64	49%	44	68%	89	61%	201[1]	57%
No response	4	3%	1	2%	4	3%	9	3%
Total	131		66		147		170	

[1]Total includes respondents who could not be identified by student type.

Other N. J. County College Policies on Graduation Attendance

The majority of the New Jersey county colleges have no written, formal policy on attendance at graduation ceremonies. Past practices in most cases dictate the procedures to be followed in organizing the graduation ceremonies. In almost all the colleges letters are mailed to candidates for graduation detailing the graduation ceremony with the underlying assumption of the graduate attending. In this manner, candidates are expected, urged, or encouraged to attend the commencement. Two institutions mentioned a penalty for non-attendance. That is, a $5.00 fee was assessed the student if he failed to attend graduation and desired to receive his degree at a later date. Excuses, where required, are usually approved by the Dean of Students.

Seven colleges responding to the letter of inquiry indicated attendance at commencement ranged from 80-95% of those students eligible. One institution indicated a 50% attendance rate. Table IV which follows, briefly describes the attendance policies of all New Jersey county colleges. Located in Appendix C are copies of the written replies received from 14 New Jersey county colleges detailing their graduation attendance policies.

Table IV New Jersey County Colleges Policies on Graduation Attendance

College	Attendance Policy	% Attending
Atlantic C.C.	Attendance desired but not mandatory. Excuses approved by Dean of Students.	90%
Bergen C.C.	Not mandatory; however, a letter to Dean of Students needed to explain the reason for non-attendance.	80%
Brookdale C.C.	No policy; attendance voluntary. Students indicate when they apply for graduation whether or not they plan to attend.	50%
Burlington C.C.	No policy.	Estimated very high
Camden C.C.	No policy of mandatory attendance.	95%
Cumberland C.C.	Not required but encouraged.	Not available
Essex C.C.	Not required currently but reconsidering.	Not available
Gloucester C.C.	Not required, yet not voluntary. Letter sent to candidates concerning commencement with no mention of excused absences.	Not available
Hudson C.C.	No policy.	No graduates to date
Mercer C.C.	No formal written policy; however, letter mailed to candidates detailing required attendance. Written excuses approved by Dean of Students. Students pay $5.00 added fee to receive diploma if they do not attend.	Approx. 85-90%
Middlesex C.C.	Graduation attendance is a degree requirement as listed in the catalog. Excuses for non-attendance approved by divisional Deans. Those students graduating in January are excused.	Approx. 90%
Morris C.C.	Candidates are expected to attend commencement exercises. Excuses approved by Dean of Students or Registrar.	79%
Ocean C.C.	Candidates are required to attend. Excuses approved by Dean of Students.	Approx. 90%
Passaic C.C.	No policy.	Not available
Salem C.C.	Candidates are required to attend or pay $5.00 to receive degree.	Not available
Somerset C.C.	No policy.	Not available
Union College	No written policy of exclusion; however, students may petition V.P. of Academic Affairs for "in absentia" listing.	Not available
Union County Tech. Institute	Not mandatory but students are strongly urged to participate.	Not available

CHAPTER IV

SUMMARY AND RECOMMENDATIONS

Summary

The present Ocean County College policy concerning graduation attendance is out-of-date and needs to be changed. What should the new policy be? Should it be mandatory or voluntary or somewhere in between? The Office of Institutional Research, in cooperation with the ad hoc graduation attendance committee of the Associated Students of Ocean County College, developed this study to carefully, systematically, and in an unbiased manner examine the issues of a policy on graduation attendance. A random sample of Ocean County College students, both full and part-time, were surveyed via a mail questionnaire to ascertain current student opinions on the issue. In addition, all New Jersey county colleges were requested to forward a copy of their graduation attendance policy or, in absence of a policy, briefly describe the current practice of their institution.

The results of the student survey (response rate 70%) were:

1. The example of a graduation attendance policy selected by the largest number of students (the mode) was the most lenient, choice "d"; however, inasmuch as the four choices "a" through "d" were ordered from the most strict attendance policy to the most lenient, a second measure of central tendency, the median, must be examined. The median of a distribution is a value such that half of the scores in the distribution are larger and half are smaller than that value. Thus, the median choice of attendance policy examples selected by the sample population of students was choice "c".
2. Regardless of what attendance policy is finally adopted, approximately 85-90% of those candidates eligible for graduation should attend.
3. The majority of the student sample population felt that those students graduating at the end of the summer or fall terms should not be required to attend graduation exercises. They selected choice "d" on the questionnaire.

The survey of the New Jersey county colleges revealed no conclusive evidence of tendency toward one policy or another, required or voluntary. However, a general feeling that graduation is and should be part of the total college experience may be inferred from the institutional letters.

Recommendations:

1. Change the current college policy #5152 Item 5 to read as follows:

"a) Candidates are required to be present at the scheduled commencement ceremony. Candidates who wish to obtain their degree in absentia are

required to submit a written explanation to the Dean of Students. (Note: This policy requires no approvals.)

b) Candidates completing their degree requirements at the end of the summer or fall terms need only inform the Office of Admissions & Records of their desire to attend commencement ceremonies when they file their application for candidacy."

2. Change the college catalog to reflect the changes specified in recommendation 1.

APPENDIX A

OCEAN COUNTY COLLEGE

TOMS RIVER, N. J. 08753 TEL. 201: 255-4000

December 10, 1976

Dear Student:

The graduation attendance policy has been an issue of student concern for the past several years. The issue centers around the concept of required attendance with certain exceptions versus voluntary attendance.

You have been randomly selected from a list of full and part-time students currently attending Ocean County College to help us make a recommendation to retain or alter the existing policy. While completing the attached questionnaire, please keep in mind that your decision may affect not only yourself and your graduating class but many future graduating classes of Ocean County College.

The importance of this issue and the need to complete the study as soon as possible necessitates a quick response on your part. Please complete the attached questionnaire and return it in the self-addressed envelope by December 17, 1976.

Sincerely,

Luis F. Ballester Jr. — Richard M. Parrish

Luis Ballester
Chairman, Ad Hoc Committee

Richard M. Parrish
Director, Institutional Research

RMP/ab
Attachments

OCEAN COUNTY COLLEGE
GRADUATION ATTENDANCE QUESTIONNAIRE

DIRECTIONS: Please answer by checking (✓) the appropriate box for each question.

Question: Answer:

1 Listed below are four examples of policy statements concerning graduation attendance. After reading each one carefully and the associated explanation, PLEASE SELECT ONLY ONE.

a) Candidates are required to be present at the scheduled commencement ceremony. The degree may be conferred in absentia only under extreme circumstances as approved by the Dean of Students. a)____

EXPLANATION: This policy, although slightly reworded, conforms to the current practice in use at Ocean County College.

b) Candidates are required to be present at the scheduled commencement ceremony. The degree may be conferred in absentia only under extreme circumstances as approved by the Dean of Students. The student has a right to appeal the decision by the Dean if so desired. The appeal will be made before a committee composed of three students appointed by the president of the Associated Students of Ocean County College and two college assembly members appointed by the Dean of Students. b)____

EXPLANATION: The policy is the same as (a), except the student has the right of appeal to a committee of three students and two college assembly members.

c) Candidates are required to be present at the scheduled commencement ceremony. Candidates who wish to obtain their degree in absentia are required to submit a written explanation to the Dean of Students. c)____

EXPLANATION: This policy requires no approvals. However, a written explanation needs to be submitted.

d) Candidates are required to inform the Office of Admissions and Records of their desire to attend commencement ceremonies when they file their application for candidacy, (March 1 deadline). d)____

EXPLANATION: This policy is completely voluntary concerning graduation attendance. Students are required only to indicate their desire to attend or not attend on the application for candidacy.

NOTE: It is understood that with any of the above policy statements a provision for emergency exclusions is necessary, such as: Those candidates who are supposed to attend graduation ceremonies and are prohibited by an emergency, must telephone the Dean of Students office as soon as possible.

2 Regardless of which policy is finally adopted, do you plan on attending your own graduation commencement ceremony at Ocean County College?

YES _____
NO _____
Not applicable, I do not plan to graduate. _____

3 Which of the policy statements in question 1 should apply to those students completing the degree requirements at the end of the summer or fall terms? CHECK ONE ONLY a)____ b)____ c)____ d)____

APPENDIX B

Ocean County College
ASOCC (The Student Senate)
Office Of Student Activities

Toms River, N.J. 08753 (201)-255-4000

November 5,1976

Salvatore Campanile, Dean of Students
Mercer County Community College
1200 Old Trenton Road
Trenton, New Jersey 08690

Dear Sir,

At Ocean County College we are now examining a policy here that requires students to attend commencement ceremonies. In an effort to get a full understanding of possible policy changes and their effects, we seek your assistance.

We would be grateful if we could obtain a copy of your policy on attendance at commencement ceremonies. Also knowing how that policy is working and if it was changed, what was the effect of that change, would help us make a wiser decision concerning our present policy.

I thank you for your cooperation.

Sincerly Yours,

Luis F. Ballester Jr.
Chairman, Committee on
Commencement Ceremonies

This organization is duly chartered by the Student Senate of Ocean County College

APPENDIX C

Written letters received from fourteen New Jersey county colleges detailing their graduation attendance policies.

APPENDIX C

ATLANTIC COMMUNITY COLLEGE
MAYS LANDING, NEW JERSEY 08330 PHONE 609-625-1111 OR 646-4900

Office of
Dean of Students

December 6, 1976

Mr. Luis F. Ballester, Jr.
Chairman, Committee on
Commencement Ceremonies
Ocean County College
Toms River, NJ 08753

Dear Mr. Ballester:

The policy is that attendance is desired but not mandatory. No penalty is imposed for nor-attendance. Our attendance has been about 90% of those eligible for the past four years. We do not intend to change this policy.

Sincerely,

W. W. KAENZIG
Dean of Students

WWK:rmm

APPENDIX C

Bergen Community College

BERGEN COUNTY, NEW JERSEY

OFFICE OF THE
DEAN OF STUDENTS

400 PARAMUS ROAD
PARAMUS, N. J. 07652
(201) 447-7100

November 24, 1976

Mr. Luis F. Ballester, Jr., Chairman
Committee on Commencement Ceremonies
Ocean County College
Toms River, New Jersey 08753

Dear Mr. Ballester:

Bergen Community College does not have an official policy on students' attendance at commencement exercises. Although it is not mandatory for our graduates to attend the ceremony, they must write a letter to the Dean of Students explaining the reason for non-attendance. At graduation we do not hand out diplomas although each student's name is called and he is greeted by the President of the College and the Chairman of the Board of Trustees. In the past, we have had about eighty per cent of our graduating students attend the commencement exercises.

I hope this information will assist you in formulating a new policy.

Sincerely yours,

Virginia L. Laughlin

Virginia L. Laughlin
Dean of Students

VLL:ca

APPENDIX C

BROOKDALE COMMUNITY COLLEGE

County College of Monmouth

Newman Springs Road
Lincroft, New Jersey 07738
Phone (201) 842-4900

November 23, 1976

Luis F. Ballester, Jr.
Chairman, Committee on Commencement
Ocean County College
Toms River, New Jersey 08753

Dear Mr. Ballester:

Brookdale does not have a policy on attendance at commencement ceremonies. Attendance is strictly a voluntary matter. Students need to indicate when they apply for graduation whether or not they plan to attend the ceremonies. In the past this has resulted in approximately half of the students who receive degrees actually attending commencement.

Sincerely,

Duncan F. Circle, Ed.D.
Dean of Student Development

DFC/ls

APPENDIX C

BURLINGTON COUNTY COLLEGE

PEMBERTON-BROWNS MILLS ROAD • PEMBERTON, N. J. 08068 • 609-894-93

November 16, 1976

Mr. Luis F. Ballester, Jr.
Office of the Student Government Association
Ocean County College
Toms River, New Jersey 08753

Dear Mr. Ballester:

Dean Beatty has forwarded to my attention your recent letter requesting a copy of our graduation attendence policy. Burlington County College is unique and progressive in many respects and graduation is one of them.

Our current graduation policy does not mandate student attendance, however, there are several reasons for this which you should be aware of before reevaluating your policy against ours. We have a degree candidate graduation at Burlington, which means that students may participate in the commencement exercise even though they do not meet the degree requirements by graduation. In other words, students may participate in the formal exercises if they intend to finish to degree requirements by the completion of the following Spring or Summer Terms. This allows the student to participate in the formal ceremony with his classmates and in addition, relieves the institution of the necessity of having multiple ceremonies. By having only one commencement exercise and declaring virtually everyone eligible, we have no problem with significant number of students attending. If anything, our problem is the reverse. I am aware of your mandatory attendance policy at Ocean County College and if it were feasible would require it here at Burlington.

Graduation at Burlington is and should be a time of joy and happiness. It is a time when we as an institution say to our students, "we are proud of you", it is a time when your parents can recognize and show pride in their sons and daughters. This is an integral part of the college experience. Graduation is a tradition which deserves respect and honor. For 20 or 21 years you have depended on your parents and upon the institutions of

our society such as college to provide for you. This is the time when we say to you, it is time for you to begin to provide for yourself. This is the time when you will become productive members of our society and not dependent members. No student should be deprived of an opportunity to participate in graduation whether it be by their choice or not.

With kindest personal regards, I am

Sincerely yours,

Philip O. Austin, Director
Admissions and Registration

POA:brl
cc: File

APPENDIX C

CAMDEN COUNTY COLLEGE
P. O. BOX 200
BLACKWOOD, NEW JERSEY 08012

PHONE: (609) 227-7200

JACQUELYN SNOW
DEAN

STUDENT DEVELOPMENT

December 9, 1976

Mr. Luis F. Ballester, Jr.
Chairman, Committee on
Commencement Ceremonies
Ocean County College
Toms River, New Jersey 08012

Dear Mr. Ballester:

In response to your letter of December 6th regarding attendance at commencement ceremonies, it is advised that Camden County College has no policy of mandatory attendance. Past experience has shown a mandatory attendance at Camden County College has not been necessary due to the fact that approximately 95% of our students participate in commencement ceremonies.

I hope that this information will prove useful to your institution.

Very truly yours,

Jacquelyn Snow

JS:emc

Dr. Jacquelyn Snow

Cumberland County College

OCEAN COUNTY COLLEGE

APPENDIX C

OFFICE OF THE STUDENT GOVERNMENT ASSOCIATION

TOMS RIVER, N.J. 0875
TEL. 201 - 255-400

November 5, 1976

Dr. Frederick Horbach,
Dean of Students
Cumberland County College
P.O. Box 517
Vineland, New Jersey 08360

Dear Dr. Horbach,

At Ocean County College, we are now examining a policy here that requires students to attend commencement ceremonies. In an effort to get a full understanding of possible policy changes and their effects, we seek your assistance.

We would be grateful if we could obtain a copy of your policy on attendance at commencement ceremonies. Also, knowing how that policy is woring and if it was changed, what was the effect of that change, would help us make a wiser decision concerning our present policy.

I thank you for your cooperation.

Sincerely,

Luis F. Ballester Jr.
Chairman, Committee on
Commencement Ceremonies

LB:fb

Dear Mr Ballester.

We do not require attendance at commencement ceremonies although we do encourage it. There are too many part time students who would have to take off from work and this we feel would be hardship.

Attendance has remained fairly consistent through the years.

APPENDIX C

Essex County College
31 CLINTON STREET, NEWARK, NEW JERSEY 07102
201-621-2260

STUDENT AFFAIRS AREA

ASSOCIATE DEAN FOR
ADMISSIONS, ASSESSMENT & RECORDS

November 22, 1976

Luis F. Ballester, Jr.
Commencement Committee Chairman
Office of Student Government Assoc.
Ocean County College
Toms River, New Jersey 08735

Dear Sir:

In response to your letter of November 5, 1976 as regards Commencement attendance policy, let me first apologize for the delay. I usually try to respond to mail promptly.

At this time we are somewhat behind you in terms of a written policy on commencement participation. We do not require student attendance at the commencement exercise, however we will be considering this item when the Committee begins to meet early in December. I am sorry that I cannot be of help in assisting you in arriving at a decision, but would like to request a copy of your present policy which may help us to formulate one.

Thank you for thinking of us and your positive consideration of my request.

Sincerely,

Lloyd E. Young
Associate Dean for Admissions, Assessment & Records

sm

APPENDIX C

Gloucester County College

SEWELL P.O. NEW JERSEY 08080

November 12, 1976

Mr. Luis Ballester, Jr., Chairman
Committee on Commencement Ceremonies
Office of the Student Government
Association
Ocean County College
Toms River, New Jersey 08753

Dear Mr. Ballester:

We have, at the present time, several policies relating to graduation. I must advise you that we do not have a policy which specifically requires participation, nor one which specifies participation as being voluntary.

Perhaps I should note the fact that faculty participation is mandatory. This, I believe, sets the tone for the college's position relative to student participation which is encouraged in many ways. The attached letter suggests the emphasis which the college places upon student participation.

Degrees and certificates are not available to non-participatory students who have successfully completed their program until after the date of graduation. At this time students may obtain, in person, their degree or certificate. Provision is made for special circumstances to mail the degree or certificate.

I would appreciate a copy of the summary of your findings for our information at Gloucester County College. I will conclude by saying that we are not planning any change in the attendance policy at this time.

Sincerely,

Richard H. Jones
Associate Dean of Student Services

RHJ:kt

att.

Gloucester County College
OFFICE OF THE PRESIDENT
SEWELL P.O. NEW JERSEY 08080

TO: MEMBERS OF THE CLASS OF 1975

FROM: Vernon B. Huston, Assistant to the President
Chairman, Commencement Committee, 1975

SUBJECT: Commencement

Congratulations!

Preliminary examination indicates you are one of the students who have petitioned to graduate based on attainment of at least a 2.0 average and completion of the requirements of your program.

We look forward to welcoming you as a participant in the Commencement exercises. Your active participation is important for a number of reasons. For example:

1) It serves as a goal to undergraduates, encouraging them to continue to the completion of their chosen programs. Your participation will, in turn, motivate others.

2) It enables your family and friends to share in the pride of your accomplishment.

3) It focuses community interest and pride on your college, rewarding citizens in part for their past support and encouraging support of needed programs yet to be introduced.

4) It enhances the position of your college in the academic world ... strengthening the value of a degree from G.C.C.

5) It serves as a link to institutions and practices of the past, reminding all concerned of the value of the foundations on which new knowledge must be built.

6) Most importantly, it is a formal public recognition of your achievement.

continued ...

It is hoped that the following check list will prove helpful:

**Be sure that your petition to graduate has been filed with your counselor.

**Stop at the Business Office and pay the $10.00 Graduation Fee.

**Pick up your printed invitations (five free per graduate) which will be available at the College Store. Check bulletin board and Beep Sheet for availability date.

**Plan to attend the President's Reception for Graduates, Thursday, May 22, 1975, at 7:30 p.m., in the Main Dining Hall. The reception will be hosted by President and Mrs. Apetz to honor the entire graduating class, family, and friends. Also, individual awards will be presented as determined by the Awards Committee.

**Pick up your cap and gown in the Instructional Center Building, Room 430, on Friday, May 23, or Tuesday, May 27, between 2:00 - 5:00 p.m., or immediately following rehearsal.

**Wednesday, May 28, 1975, 10:00 a.m. -- Rehearsal for the Academic Procession and Seating: College Mall.

**Wednesday, May 28, 1975, 5:00 p.m. -- Assembly of Academic Procession, Robing: Room 430 and Halls of Instructional Center. Commencement exercises begin 6:00 p.m. (on the dot).

**Should it rain, May 28, 1975, Commencement will be indoors, in the Physical Education Center. Admittance will be by ticket only due to limited seating capacity. Tickets for graduates will be available at the College Store (three tickets per graduate).

Remember, if you cannot attend Commencement, you are requested to appoint a proxy who will wear your robe and receive the degree in your absence. The proxy may be a member of your family or a friend, and his or her name should be submitted to this office.

Rehearsal is important and necessary to insure a coordinated procession, seating and awarding of the individual degree to each graduate.

Should you desire additional information or assistance, please feel free to stop by my office or call 468-5000, Extension 203.

Please be assured that it is our desire to make your Commencement a memorable one. Again, on behalf of the Faculty, Staff, and Administration, our congratulations and best wishes!

VBH:bv
5/24/75

APPENDIX C

COUNTY COLLEGE OF MORRIS

ROUTE 10 & CENTER GROVE RD. • RANDOLPH TOWNSHIP • P.O. DOVER, N.J. 07801 • (201) 361-5000

November 17, 1976

Mr. Luis F. Ballester Jr.
Chairman, Committee on
Commencement Ceremonies
Ocean County College
Toms River, N.J. 08753

Dear Mr. Ballester:

The policy concerning student attendance at commencement ceremonies at County College of Morris emanates from the Office of the Dean of Students. It states that June graduates are expected to attend the commencement exercises. If a student finds it impossible to attend, he is to receive approval from the Registrar or the Dean of Students.

The policy can be rather difficult to enforce, but, out of 676 June 1976 graduates, 79.3% attended the ceremony. To my knowledge, this policy has never changed, and I see no change in the immediate future.

I hope this is of some help to you.

Sincerely yours,

Henry Forschino, Jr.

Henry Forschino, Jr.
Registrar

HF/jlo

cc: Dean George Dragonetti

APPENDIX C

PASSAIC COUNTY COMMUNITY COLLEGE

170 Paterson Street, Paterson New Jersey 07505 (201) 279-5000

November 15, 1976

Mr. Luis F. Ballester, Jr.
Ocean County College
Toms River, New Jersey 08753

Dear Mr. Ballester:

In response to your request regarding commencement attendance, please be advised that Passaic County Community College does not have a policy relative to this area.

If you have further questions, please do not hesitate to contact me.

Sincerely yours,

Elaine C. Harrington

ELAINE C. HARRINGTON
Assistant Dean for Student Affairs

ECH:pb

APPENDIX C

SALEM COMMUNITY COLLEGE

December 8, 1976

Mr. Louis F. Ballister, Jr.
Chairman
Committee on Commencement Ceremonies
Ocean County College
Toms River, New Jersey 08753

Dear Mr. Ballister:

Our policy at Salem Community College dictates that a person must attend Commencement ceremonies or pay a five dollar fee before receiving their degree.

If we can be of any further help, please contact us.

Yours truly,

Champion C. Coles, Jr.
Acting President

CCC/c

P. O. BOX 551 • PENNS GROVE, NEW JERSEY 08069 • 609-299-2100

APPENDIX C

Office of the

Dean of Student Affairs

Dec 6, 1976

From: Dean Brinson

To: Louis Ballester, Jr.

Somerset has no written policy —

Dick McKelvey does

F. B.

Somerset County College . Somerville, New Jersey 08876

APPENDIX C

Union College

November 9, 1976 CRANFORD, NEW JERSEY 07

Mr. Luis F. Ballester, Jr.
Chairman, Committee on
Commencement Ceremonies
Ocean County College
Toms River, New Jersey 08753

Dear Mr. Ballester:

The commencement requirements at Union College are as follows:

a) We have no written policy of exclusion. Any student who wishes to receive a diploma must pay the full graduation fee required.

b) There is only one ceremony date scheduled per academic year. This usually occurs in late May or early June.

c) Students eligible to graduate may petition the Vice President of Academic Affairs to be listed as "graduates in absentia." If approval is granted, the names of these students are asterisked accordingly on the commencement program. Since we have continued to read and award individually, diplomas during commencement exercises, the names of those listed as "in absentia" are not read during commencement exercises.

d) Any student not taking an active part in commencement exercises may pick up the actual diploma award two weeks following the commencement exercises in the office of the Registrar.

I trust that the above information will assist you in arriving at a decision regarding the commencement policy at your institution.

Cordially,

J. Harrison Morson

J. Harrison Morson
Dean of Student Affairs

JHM:rh

APPENDIX C

UNION COUNTY TECHNICAL INSTITUTE AND VOCATIONAL CENTER
OFFICE OF THE DEAN OF STUDENTS

December 10, 1976

Mr. Louis F. Ballester, Jr.
Ocean County College
Toms River, NJ 08753

Dear Mr. Ballester:

In reply to your letter of December 6 I am enclosing a copy of our commencement policy taken from our Faculty Handbook. While attendance at graduation exercises is not mandatory, students are strongly urged to participate.

If I can be of further assistance, please give me a call.

Sincerely,

Elizabeth Thomas

Elizabeth Thomas
Acting Dean of Students

ET:crf

Enc.

1776 RARITAN ROAD SCOTCH PLAINS, NEW JERSEY 07076 TELEPHONE (201) 889-2000

2a. Graduation:

All students recommended for graduation should be carefully checked as having met the requirements for graduation. This should be certified by the Registrar and approved by the appropriate Dean or Director. A student who is so certified may not be denied graduation.

2b. Commencement:

Commencement is the formal recognition of successful completion of a program. It should be carefully planned and all faculty and students are expected to participate. It should be under the direction of a responsible committee and the ceremonies should be appropriately traditional.

3. Attendance:

Experiences in the classrooms and laboratories are intended to be meaningful and relevant; instructors are charged to make them so, and students are expected to find the value in these offerings. Since lectures, discussions, and laboratory sessions are essential ingredients in the contents of every course, absence may adversely affect a student's ability to assimilate the subject matter required for competancy in the subject area. A personal situation which causes non-attendance may justly be a reason for dropping a student from the rolls. Non attendance of classes should be considered a discipline problem and processed accordingly. All instructors must keep a record of student attendance in their respective classes and the core instructor should maintain the master record of attendance which is submitted to the Dean or Director at the close of the school year.

4. Early referral of failing students:

It is in the interest both of the students and of the Union County Technical Institute and Vocational Center to locate and identify failing students as soon as possible. Therefore, it is urged that wherever possible, instructors file referral forms with the Core Coordinator as soon as they anticipate that a student is likely to receive a D, and F, or an Incomplete (requiring more than the current semester to meet required standards).

The core coordinator upon receipt of a referral form has responsibility of counseling the student. Further, the core coordinator should keep a record of the action taken. Where further counseling is required the core coordinator should file a referral from with the unit administrator for action.

5. Academic Probation:

Students may be placed on probation for failing to maintain a satisfactory level of performance. Recommendations for such probation may be initiated by an instructor who works closely with the student or by the student's core coordinator. A student will also be automatically recommended to the Division Dean or Director for probation if he earns a cumulative average of less than 2.00 or has failed a course. The status of probation is a formal warning to a student that his academic ca career is in jeopardy as a result of his failure to perform adequately. Ordinarily he will be expected to bring his performance to a satisfactory level within the next semester (in quantitative terms, to a 2.0 average), or he will be dismissed

UNIVERSITY OF CALIF.
LOS ANGELES
APR 2 1977
CLEARINGHOUSE FOR
JUNIOR COLLEGES